

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes - 6 - 10 May 1985

FROM:

EXTENSION

NO.

OC-12343-85

DATE

16 May 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
D/CO

16 MAY 1985

17 MAY 1985

*Dr*2.
DD/CO

17 MAY 1985

17 MAY 1985

*OM**Don - the way I read para 1, we continue to loose ground. Don*3.
C/OPS

17 MAY 1985

17 MAY 1985

*f*4.
OC-EXA

17 MAY 1985

17 MAY 1985

*ff*5.
OC/OL/ISC

Archiving

6.

7.

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11.

12.

13.

14.

15.

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OC - 12343-85

16 MAY 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[Redacted]
Acting Chief, Administrative Management
Division, OC

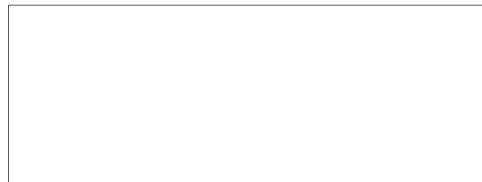
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1. During the week, Panel N personnel strength remained at status quo (one addition and one resignation). With the addition of new MCN FY-85 positions, Panel N is now 27 technicians under authorized ceiling. However, we have 24 technicians who are participating in the OJT program, attending initial EOD training, and serving in assignments other than MCN approved positions. With these categories taken into account, Panel N is effectively 51 technicians understrength. In Panel D, there was one EOD during the week. The Panel is 86 employees over authorized ceiling. There are 90 EOD students in training, while 17 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the training status of EOD students, Panel MCD is currently 25 personnel understrength.

2. OSG activities included the processing of five TDY'ers and one resignation (MCN). OC is currently providing 13 Panel D and one Panel N, CONUS-based personnel for TDY support of the Foreign and Domestic Networks.

3. On 1 May 1985, the DDCI granted approval for the establishment of a new Secretarial Pay Plan, which adds a level GS-07B between the current GS-07 and GS-08 levels and the revision of the Agency Secretarial Grade Pattern to link the GS-07B secretary to the SIS-1/2 supervisor. Those secretaries eligible for the new pay plan were pay adjusted accordingly to the GS-07B level effective 12 May 1985. Additional information regarding the new pay plan will be published shortly.

25X1 WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED



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4. Basic TCA Class 1-85 graduation ceremonies were held on 10 May. Graduation certificates were presented by the DD/CO to 26 graduating employees who successfully completed the training.

25X1 5. The five-week comprehensive exercise for Class 1-85 was
25X1 completed on 9 May. The class and instructor staff received very
complimentary assessment of the exercise [] training
officers. The consensus [] was that this was a smoother
running exercise in comparison to previous runnings.

25X1 6. A new PRS-6 installation is being installed at the
School. This equipment will provide Medium Speed HF training
capabilities for introduction into the Basic TCA course. The old
PRS-4 equipment will be temporarily installed []

25X1 7. Eleven OTD and eight TTD instructors were providing TDY
overseas training during the week. With Project Surge winding
down, the School can expect to restore our training to normal.

25X1 8. [] assumed responsibilities as Chief of the
Basic TCA training program at the School.

25X1 9. [] spent 9 May at
25X1 [] shooting footage for the Project MERCURY Overview Video
25X1 Program. Shots of the manufacturing area were unobtainable due to
[] scheduling problems. A return visit has been arranged.

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17. On 3 May, the second quarterly meeting of the Safety Committee was held. The meeting assisted Designated Safety Officers in formulating emergency rosters, identifying hazardous materials and developing Safety Orientation Programs for personnel

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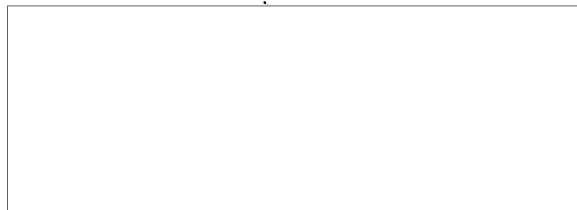
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25X1 newly assigned [] The Committee previewed a film which is
25X1 presently available to all members for presentation [] Two
components have already expressed interest in showing the film.
The meeting concluded with the issuance of two-way radios to
selected committee members.

18. The AMD OC Security Officer, over the past several months, conducted approximately 25-30 personal briefings for the benefit of the Surge Program personnel who are assigned to the Communications School traveling TDY to overseas locations. The briefings included highlights on cover awareness, personal security, and general personal conduct.

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